



ADMINISTRATIVE PROCEDURE PERSONNEL	
Effective:	November 22, 2019
Last Revised:	

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INTERVIEWING COMMITTEE STRUCTURE: MANAGEMENT POSITIONS

1. PURPOSE

This administrative procedure supports the Rainbow District School Board objective of securing the best qualified and most effective system leaders available.

2. DEFINITIONS

Trustee: For the purposes of this administrative procedure, the term “trustee” does not refer to student trustees. Student trustees are not included in the interview process for executive council positions.

3. APPLICATION

This administrative procedure applies to interviews for management positions, including the position of superintendent, principal, vice-principal, manager, assistant manager, the position of coordinator, and the position of consultant.

PROCEDURES

4. Interviewing Committee Structure

4.1 Superintendent

The interviewing committee structure for the position of superintendent shall include:

- The Director of Education;
- One Superintendent; and
- Chair and Vice-Chair of Rainbow District School Board.

4.2 Principal

- Chair of Rainbow District School Board (or designate)
- The Director of Education
- Superintendents
- RDPC Chair

4.3 Vice-Principal

- Chair of Rainbow District School Board (or designate)
- The Director of Education
- Superintendents
- RDPC Chair

4.4 Manager

- Chair of Rainbow District School Board (or designate)
- The Director of Education
- Superintendent

4.5 Resource Personnel (Assistant Manager, Consultant, Coordinator)

- Superintendent(s)
- System Principal(s)
- Manager (for the Assistant Manager role)
- Manager of Human Resources (for the Assistant Manager role)

REFERENCE DOCUMENTS

Legal:

Education Act, section 286 Duties of Supervisory Officer

Ontario Regulation 309 Supervisory Officers

Ontario Human Rights Code

Municipal Freedom of Information and Protection of Privacy Act

Ontario Leadership Framework 2013

Board:

Board Policy No. GOV-01 Vision, Mission, and Values

Board Policy No. GOV-02 *Strategic Directions for Rainbow Schools*

Board Policy No. GOV-03 Role of the Corporate Board

Board Policy No. GOV-06 Role of the Director of Education

Board Policy No. GOV-07 Selection of the Director of Education

Board Policy No. GOV-07 Selection of the Director of Education: Process Guide

Board Policy No. GOV-11 Learning and Working Environment: Equity and Inclusion

Administrative Procedure Equity and Inclusion Framework

Administrative Procedure Privacy and Distribution of Personal Information

Administrative Procedure Hiring of Staff